Attorney Admission and E-File Registration:

- Attorney Admission (Full) & E-File
- E-File Registration Only
- Pro Hac Vice Attorneys
- Federal Government Attorneys
- Multi-District Litigation Attorneys

The U.S. District Court for the Western District of Virginia is a NextGen CM/ECF court. In order to make a request for admission and/or e-filing privileges, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click HERE for the step-by-step procedure. Once you have a PACER account, follow the below steps to request filing access.

http://www.vawd.uscourts.gov/media/31967287/upgrading-your-pacer-account.pdf

- 1. Navigate to www.pacer.uscourts.gov
- 2. Click **Log in to** at the top of the page.



3. Then select Manage PACER Account

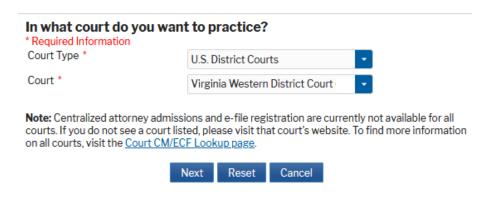


- 4. Enter your Username and Password to log in
- 5. Once logged in, select the Maintenance tab



6. Next select **Attorney Admissions/E-File Registration** under the Maintenance tab.

7. On the following screen, select U.S. District Courts and Virginia Western District to apply for If you do <u>not</u> see Virginia Western District Court as an option, verify if you already are admitted and/or have filing privileges with Virginia Western District. Click here for step-by-step instructions.



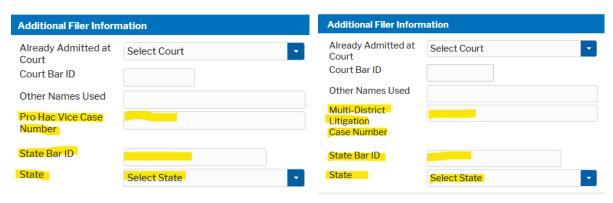
8. On the next page please select your admission type.



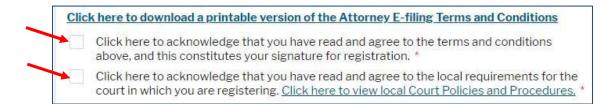
9. Those applying for Attorney Admission and E-File will "Complete all sections of Attorney Admission". All other admission types will "Complete all sections of "E-File Registration." Please complete all required information marked with a red asterisk and your State Bar ID and State information.

<u>PHV Attorneys</u> must fill in the Pro Hac Vice Case number where Court has granted admission PHV. ***Please input entire case number, X:XXcvXXXXX Also include State and State Bar ID information.

<u>MDL Attorneys</u> must insert Multi-District Litigation Case Number. Select **Next**.



- **10.** Next you will be at the Payment Information screen. You will not be charged for submitting this request. Please select **Next** to bypass this screen.
- 11. Please read the E-Filing Terms of Use and check the two **Attorney E-Filing Terms** and **Conditions** acknowledgmentboxes.



12. Click **Submit**. The court will process your request. You will receive an email from PACER when your request has been approved and you have been granted efiling privileges.